

Stafford Regional Airport Authority
September 8, 2009
Meeting Minutes

CALLED TO ORDER:

The monthly meeting of the Stafford Regional Airport Authority was called to order September 8, 2009 at 8:30 a.m. Chairman Walt George in the Stafford Regional Airport Conference Room, 75 Aviation Way Fredericksburg, Virginia 22406.

The Invocation: Mr. Campbell conducted the Invocation, which was followed by the Pledge of Allegiance.

Roll Call: Mr. Wallis conducted Roll Call.

Members Present: Mr. Walt George; Mr. Vern Torney; Mr. John Garvin; Mr. Hank Scharpenberg; Mr. T. Campbell Mr. Mike Wood

Members Absent: Mr. Desi Arnaiz

Staff Present: Mr. Marshall Eichfeld, Delta Consultant; Mr. Jeff Wellman and Mr. Jeff Tarkington, Talbert & Bright; Mr. Dave Jones, Campbell & Paris Engineers; Mr. Ed Wallis, Airport Manager; Ms. Suzette Bandy, Executive Assistant

Public Present: Mr. Scott Huff, AOPA; Mr. Bob Carter, Economic Development Authority; Mr. Jim Lawrence, *Stafford County Sun*

Public Presentation: None

AOPA Presentation: Mr. Huff reported.

1. Special TFR.
2. EAA Chapter 1099 will be hosting the Pancake Breakfast on September 26, 2009.
3. FAA wants to change flight training for private advanced ratings.

Meeting Minutes: **July 14, 2009** meeting minutes were reviewed and corrected. Mr. Scharpenberg made the motion to accept meeting minutes as amended. Mr. Campbell seconded. Motion passed 5- 0 1 abstained.

August 11, 2009 meeting minutes were deferred until the next Authority board meeting on October 13, 2009.

ENGINEERS' REPORT:

Campbell and Paris: Mr. Jones and Mr. Wallis reported.

Items Discussed:

Runway 33 Obstructions:

1. Negotiations and funding on the Horton & Geslois properties.
(To be discussed in Closed Session.)

Delta Airport Consultant: Mr. Eichfeld reported.

Items Discussed:

Apron Expansion Phase II:

1. Substantial completion list is not finished.
2. A letter was sent to the contractor about the punch-list inspection to which a couple of minor items was added.
3. Mr. Eichfeld will schedule a final inspection meeting with FAA, DOAV and Mr. Wallis in four (4) weeks.
4. They are waiting on the release of the contract and the grass to grow to start doing the topsoil.
5. Survey is complete.

Talbert & Bright: Mr. Wellman and Mr. Tarkington reported.

Items Discussed:

Master Plan: Mr. Wellman reported.

1. They have received Federal and State grants.
2. Mr. Wellman and Mr. Wallis met last week with Mr. Carper at the FAA. They and began setting up the process for the new survey requirements due to the new GIS format.
3. They have set up a website and hoping to issue the Notice to Proceed in the next week so they can get the aerial survey done.
4. The Authority needs to schedule a meeting to discuss the new Master Plan.
5. Mr. Wellman plans to schedule a meeting with Mr. Wallis to go over the scope and schedule.

Terminal Building Design Site: Mr. Tarkington reported.

1. Authority is working on the review fees.
2. Talbert & Bright offered to help the Authority with the review fees.

Stormwater Pollution Plan (SWPPP): Mr. Tarkington reported.

1. Funding is now available for the SWPPP project.
2. Mr. Wellman and Mr. Tarkington will start the inventory to get the documents created.
3. Authority has received the updated the VPDC permit.

CHAIRMAN'S REPORT: Mr. George reported.

Items Discussed:

1. Mr. Wallis was awarded the Airport Manager of the Year at the DOAV conference.
2. Fuel sales are up.
3. Apex Cycle Education training has started.
4. *USA Today* interview.
5. Minimum Standards.

6. RW33 Obstruction removal.
7. Stafford County Airport Tenure expires this year.
8. Authority is to schedule a Master Plan meeting with Talbert & Bright.
9. The Authority is to invite Juan from Manassas Regional Airport and Greg from Shenandoah Regional Airport to the next Strategic Planning Session.
- 10 The Airport received a commendation from the Army.

TREASURER'S REPORT: Mr. George reported.

Items Discussed:

1. August Profit & Loss, YTD and Balance Sheet.
2. Crane's Corner. (To be discussed in Closed Session.)
3. Fuel Sales.

Mr. Wood made the motion to accept the August Financial Report.
Second by Mr. Torney. Motion passed 6-0.

AIRPORT MANAGER'S REPORT: Mr. Wallis reported.

Items Discussed:

SRA:

1. Pavement Management Program Review.
2. Fire extinguisher inspection completed.
3. EAA movie night.
4. Notice to Airmen.
5. Important Dates to Remember.

Mr. Scharpenberg made the motion for the Authority to authorize the Chairman to enter into a contract for the Crack and Seal paving once Mr. Wallis obtains suitable bids. Second by Mr. Wood.
Motion passed 6-0.

FBO:

1. Fuel Gallon Total.
2. Monthly Aircraft Count totals.
3. Jet Truck Maintenance.
4. Staff.

OPERATIONS:

1. Based Aircrafts.
2. Buying a Fuel Trailer.
3. Available T-Hangars.
4. Noise Complaints.
5. Equipment Status.
6. Desired Equipment List.
7. Vehicle Fuel Use.

8. RMN Desired Equipment List.

OLD BUSINESS:

Items Discussed:

1. Minimum standards.
2. Apex Cycle Education.
3. Strategic Planning session.
4. Master Plan.
5. Dates for the Authority Special Meeting.
6. Need a Hold Harmless Agreement for the VHDA event.
7. Runway 33 Obstruction.
8. GHS Corporation- wants to use his T-hangar for storage.
9. EAA movie night.

Mr. Campbell made the motion for the Authority to deny the request from GHS Corporation or any other tenants that wants to use the T-hangars as a storage unit. Seconded by Mr. Garvin. Motion passed 6-0.

NEW BUSINESS:

Items Discussed:

1. Security Gate.

CLOSE SESSION:

At 9:45 a.m. Mr. Wood made the motion to go into Closed Session under Code of Virginia 2.2-3711A.3., 2.2-3711A.7. Mr. Campbell Seconded. Motion passed 6-0.

MOVING BACK INTO OPEN SESSION:

At 9:54 a.m., the Authority moved back into Open Session.

MOTION(S) PASSED

Mr. Scharpenberg made the motion to authorize the Chairman upon the recommendation of the sub-committees to initiate condemnation procedures on the two (2) properties involved in the Runway 33 obstruction case. Mr. Garvin seconded the motion. Motion passed 5- 0 and 1 recused himself.

ADJOURNMENT: Mr. Campbell made the motion to adjourn. Meeting Adjourn at 10:32 a.m.

NEXT MEETING(S):

1. Stafford Regional Airport Authority's next regular meeting will be held Tuesday, October 13th, 2009, at 8:30 a.m. in the Conference Room at the Stafford Regional Airport.

2. Stafford Regional Airport Authority's special meeting will be held Monday, October 19th, 2009, at 6:30 p.m. in the Conference Room at the Stafford Regional Airport.